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## JO DAVIESS COUNTY HEALTH DEPARTMENT

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### JO DAVIESS COUNTY BOARD OF HEALTH MEETING MINUTES

Tuesday, June 1, 2010

The Jo Daviess County Board of Health held a meeting on Tuesday, June 1, 2010, in the Health Department Conference Room.

Board of Health members present: Jim Lander, Edwin Kuhle, Morris Bartot, Dr. Robert Chorak, Laura Duerr, Brian Gephart and Karen Scheele,

Board of Health members absent: Dr. Crist, Liz Blair and Marge Montelius, County Board Representative

Staff Members present: Peg Murphy, Evelyn Folks, Jeanette Dahlquist and Brad Simerly

Others present: Kyle Embry, Jo Daviess County Soil and Water Conservation District

The meeting was called to order at 7:00 p.m. by Jim Lander, President of the Board of Health.

Additions made to the formal agenda under "Old Business":

7. Identity Theft Policy
8. Election of Officers

#### **OLD BUSINESS**

1. Morris Bartot motioned to approve the minutes of the Board of Health Meeting of April 7, 2010, second by Laura Duerr. All in favor, motion passed.
2. Dr. Robert Chorak motioned to approve and adopt the Fee Study conducted by Lindgren, Callihan, Van Osdol & Co, Ltd. The changes include an increase of \$2.00 each for certified copies of birth and death certificates. These increases will become effective August 1, 2010, to coincide with the same increases at the Jo Daviess County Clerk's Office. The increases in Farmer's Market food permits will become effective on December 1, 2010 at the beginning of the new fiscal year.
3. Peggy Murphy notified the Board of Health members of the resolution and approval of the transfer of funds from Public Health Capital Fund for the anticipated repair of the erosion area on the Health Department property.

4. Kyle Embry, Jo Daviess County Soil and Water Conservation District Resource Conservationist, introduced himself to Board members. He spoke about the focus of the work of the Soil and Water Conservation District regarding erosion problems. In his opinion, the preliminary bids received by the Health Department earlier this year would only be a temporary fix. The erosion problems are on three adjoining properties and include four property owners. Without appropriate repairs to each of the three properties, the problems will only get worse.

A meeting of property owners is scheduled for next week. If all property owners are on board with the conclusions reached by Soil and Water, a new plan (involving all three properties) will be drawn up by that agency. Kyle also informed the Board that the State of Illinois has funds available for a “cost-share” on approved parts of the project.

The Board of Health members will be notified of any information resulting from the meeting with the property owners.

5. The approval of the bids for the ravine erosion was tabled pending the outcome of Jo Daviess County Soil & Water Conservation District involvement.
6. Peggy notified the Board that the lawn care bid was awarded to Mel’s Lawn Service. Mel Halstead has been the lawn service provider for the Health Department since 2003 and once again had the lowest bid. The agency has been very pleased with his service over the years and is pleased to continue with the contract.
7. Laura Duerr motioned to accept and approve the Identity Theft Policy adopted by the Jo Daviess County Board, second by Morris Bartot. All were in favor, motion passed.
8. Morris Bartot motioned for the recommendation that the current slate of officers be re-elected for the next year. The officers are:  
President, Jim Lander  
Vice President, Elizabeth Blair  
Secretary, Dr. Robert Chorak  
Second by Brian Gephart. All in favor. Motion passed.

## **NEW BUSINESS**

1. A list of **REQUIRED** and **RECOMMENDED** programs had been mailed to each Board member. Peggy Murphy, Administrator, explained to the members that the “Required” list means that those programs are required by the State to be classified as a “Health Department”. The “Recommended” list included the remaining programs at the agency. The Board felt that, with the exception of moving the Immunization Program to the “required” section and combining it with “Communicable Disease”, that the “recommended programs” be funded as public health tax and/or program grant money is available.
2. The Health Department is still waiting for the Local Health Protection Grant payment. This grant helps fund food, water, sewage and communicable disease programs. The grant payment was to have been \$63, 201.00.

3. Reimbursements through the Department of Human Services continue to be very slow. The agency is owed (for Family Planning) November and December, 2009 and January, 2010. Family Case Management is still owed for March, April and May, 2010. W.I.C. payments are up to date.
4. The agency just received payment for Family Case Management Medicaid Match (\$11,931.51) for July, August and September of 2009. The quarterly billing usually takes at least 6-9 months for payment. Again, this is Federal money matched by the State.
5. The Public Health cost report by program was distributed to members. This report shows cost to run compared to revenue received. This report covered the beginning of the fiscal year through April.
6. The Public Health Budget reports were distributed. This report was also through April, 2010.
7. Board of Health members discussed the salary survey completed by Honkamp Krueger & Co. The Health Department contracts with them to compile a competitive wage survey every three years. The comparison looks at like sized health departments, Departments of Employment Security and Workforce Development Agency's in the tri-state area. Bureaus of Labor Statistics were contacted, as well the Finley Hospital and VNA of Dubuque. This data report was mailed to Board members to give each of them time to study the report.

Several "Pay Grades" were increased by one step. Many of the Minimum, Mid-Range and Maximum Salary dollar amounts were increased, but only 11 current individual staff members would be affected. The proposed combined increases would raise salaries by about \$6,000 in the next fiscal year.

Dr. Robert Chorak motioned to accept the minimum pay increase recommendations of Honkamp Krueger & Co to take effect on December 1, 2010, dependant on the approved budget. Morris Bartot seconded the motion. All in favor, motion passed.

8. Peggy Murphy reported to the Board the status of Emergency Planning Grants. PHER (Public Health Emergency Response) I and II amounted to \$31,457 and have been paid. PHER III has paid \$10,254. Should the total amount of the grant not be used, the hope is that the grant would be continued into the next federal fiscal year (August 1, 2010-July 31, 2011).

The Public Health Emergency Preparedness Grant/Bioterrorism has paid the agency \$19,880 and still owes \$2,458 for April. The turn around on the payments for these two federal grants is timely.

9. Peggy reported that the Home Health Care census remains steady and provides a valuable service to the residents of Jo Daviess County. Monthly budget and service reports were distributed to members.

10. Brad Simerly, Environmental Health Sanitarian, reported to the Board that the changes in septic inspections that were implemented earlier this year, have revealed several faulty tanks. This would not have been the case under the old inspection rules.

The Health Department Environmental Health Program has received confirmation of the first positive West Nile Virus Bird in the County.

Three new septic permits have been issued. The hope is that this is positive sign of economy that is on the upswing.

A meeting of the Board of Health Environmental Health Committee has been scheduled at 6:00 PM, Tuesday, August 3, before the regular Board of Health meeting. Future fees for Environmental Health services will be discussed at this time. Any new fees approved by the Committee and the Board of Health will become effective on December 1, 2010.

11. Jeanette Dahlquist, Director of Clinical Services, gave a short report to the Board. The State conducts a program review every two years. Two representatives will be at the agency on June 2-3, to do a review of the Family Case Management Program. This will also include a fiscal review. The W.I.C. caseload is 90%. The caseload has been fairly steady for the last few months. The Healthworks portion of Family Case Management is very busy. The FCM staff are mandated to follow DCFS placement of children up to the age of 6 in the County. Currently, fifteen (15) children are being tracked. This includes assuring that each child is seen by a physician within 24-48 hours of placement, immunizations up-to-date, etc. Referrals for other services are made, as needed. This is the largest number of young foster children in the County in many years.
12. The County budget schedule calendar was distributed and discussed.
13. A meeting with the Board of Health Finance Committee is scheduled for Thursday, July 22, 2010 at the Health Department at 3:30 PM. The Committee will review the FY2011 proposed budget.
14. Peggy Murphy will meet with the Board of Health Personnel Committee on Thursday, July 29, 2010 at 1:30 PM. This meeting will be at the Health Department Library to conduct the annual performance review for the Health Department Administrator.
15. A packet of Quality Assurance reports were distributed to Board members. Candace Crossley, Quality Assurance Auditor, reviews all programs and compiles written reports of her findings.
16. Laura Duerr, Jo Daviess County Board of Health member, will attend the National Association Of Local Boards of Health Conference (NALBOH) in Omaha, Nebraska. The conference will be held August 5-7, 2010. Laura was able to take time from her job to work this into her schedule. The agency is grateful for her dedication to the Board of Health.

17. Peggy notified the Board that Debra Hahn McNulty, part-time Public Health Immunization Nurse, has resigned. The position for 1 day per week is currently posted.

Sue Cooper, part-time Home Health Care Nurse, has submitted her letter of resignation effective June 30, 2010.

With no other items to discuss, Morris Bartot make the motion to adjourn, second by Jim Lander. All in favor, motion passed. The meeting adjourned at 8:49 PM.

The next regular Jo Daviess County Health Department Board of Health Meeting will be on Tuesday, August 3, 2010 at 7:00 PM. This will be a joint meeting with the Home Health Care Advisory Board.

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Robert Chorak, DDS, BOH Secretary